

**Dutchess County HIV/AIDS Health Services Planning Council  
Evaluation Committee Meeting  
Minutes  
Monday, May 19, 2008  
3:30PM**

Members in Attendance: Brad Berg, Chair; Robert Selcov; Ellen Spagnoli

Grantee Representatives: Jay Landolfi; Lisa Cardinale

Planning Council Staff: Christopher Lee

Guests: Carrie Cocurullo; Jennifer Palecek

I. Committee Business:

The monthly meeting of the Evaluation Committee was called to order by Brad Berg at 3:30 pm on Monday, May 19, 2008 in the Planning Council office. Roll call was done at this time. Three members were present at the meeting. Brad Berg was a proxy for Marilyn Rivera and Robert Selcov was a proxy for Ben Barile. A quorum was established. Introductions and conflict of interest disclosures took place.

The draft minutes from the April 21, 2008 Evaluation Committee meeting were reviewed and edited. The name 'Robert Selcov' was deleted from the list of guests because he was listed twice. Also, in the last sentence of first paragraph of section III the word 'visible' was replace with 'directly measureable'. The sentence now reads "Core services have more directly measureable health outcomes". In the last sentence of section V, the word 'when' was replaced with 'if'. The sentence now reads, "He explained what makes up the NA, including epidemiological data, service needs, resource inventory, the capacity of the service providers, gaps in services, and a plan for the future of Dutchess County if we no longer receive Ryan White funding". In the second and third sentences of the second paragraph of section V, the word 'Committee' was replaced with 'Planning Council'. The second sentence now reads "He stated that the Planning Council is responsible for overseeing the entire process and must have an understanding of what is being done each step of the way". The final change was made in the third sentence of that paragraph. The phrase 'and the Committee is accountable for reporting and updating the Planning Council on the NA process' was removed. The sentence now reads, "The Planning Council also has to communicate with the Grantee to address any specific issues". With these changes the minutes from the April 21, 2008 meeting were accepted.

The Evaluation Committee discussed the current status of Committee members and prospective Committee members. Ellen Spagnoli and Robert Selcov are now official Evaluation Committee members. Carrie Cocurullo and Jen Palecek can be official Evaluation Committee members after the next meeting.

The Committee also discussed the Needs Assessment (NA) and the Committee's role in updating the NA. It was stated the Committee along with the entire Planning Council is responsible for understanding and knowing how and why this process is being done.

The Executive Committee discussed the Committee Co-Chair position. Evaluation Committee Chair, Brad Berg, informed the Committee of the responsibilities of the co-chairs. After discussion, committee member, Gail Williams, agreed to be co-chair of the Evaluation Committee.

II. Utilization Data and Service Providers:

The Evaluation Committee reviewed and discussed 2007 service utilization data and the Ryan White Part A Program Report presented by Grantee representative, Jay Landolfi. The data consisted of the service outcomes from the 2007 fiscal year, which ran from March 1, 2007 until February 29, 2008. It was stated that the given tables do not include every service that the provider does for their clients, but is only a tracking of key elements of that service. Also, the numbers of clients shown are from Ryan White funded services and do not include those who use other, non-funded HIV/AIDS services.

The Committee discussed the Outpatient/Ambulatory Medical Care service's program report. This program received less funding this year than it did last year. The data shows that the services were provided to two-hundred and eleven (211) unduplicated clients. Jay Landolfi stated that during the previous fiscal year 180-190 clients used this service. The Committee discussed the demographic tables presented by Jay Landolfi. It was stated that the demographic tables showing who is in care should mirror the demographic ratios of those infected throughout Dutchess County. The Committee discussed the extremely low income of those using this service. This information was not surprising to the Committee.

The Evaluation Committee discussed Mental Health service category. It was stated that the mental health category is no longer funded through Ryan White Part A funds because most of their services are billable.

The Committee also discussed the Treatment Adherence service category. In FY 2007 fifty-eight (58) clients were provided with treatment adherence services. It was stated that this is a huge increase in case load from the previous year.

The Home Delivered Meals service was discussed. The Committee discussed the eligibility requirements for those who receive home delivered meals. Those infected with HIV/AIDS are still eligible however some affected clients will not be receiving meals in FY 2008. The meals are for those who are homebound and unable cook their own meals. Some affected clients were using the service, but were not homebound and dependent on the meals and therefore are not eligible to receive them in FY 2008. Clients have to medically qualify for the Home Delivered Meals service. This service is currently assisting approximately thirty-five (35) clients, which is a big decrease from the fifty-three clients that it served in FY 2007.

VI. Work Plan:

The Evaluation Committee reviewed and updated the 2008 fiscal year Evaluation Committee Work Plan. Please see the Fiscal Year 2008 Evaluation Committee Work Plan for the updated version.

VII. Next Meeting:

The next Evaluation Committee meeting will be held on Monday, June 16, 2008 at 3:30 pm at the Planning Council office. At the next meeting, the Committee will continue to discuss and review utilization data, discuss service providers and gaps in services, and prepare to review and update the Standards of Care (SOC). The meeting was adjourned at 5:00 pm.